

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 5 JANUARY 2017

<i>Page</i>	<i>Contents</i>
2	Correspondence sent since last meeting
3	Introductory letter from Robert Courts MP (Agenda Item 10d)
4	Financial Matters: Cash balances at 31 December 2016 (Agenda Item 14a)
5	Financial Matters: Receipts & Payments account to 31 December 2016 (Agenda Item 14b)
6	Financial Matters: Final approved budget for 2017/18 (Agenda Item 14b)

Correspondence sent since 7 December 2016

- a) Letter to WODC in response to Local Plan consultation
- b) Precept application to WODC

Robert Courts MP
Member of Parliament for Witney



HOUSE OF COMMONS

LONDON SW1A 0AA

Ms Helen Sandhu
1 Manor Close
Aston
Bampton
Oxon OX18 2DD

Wednesday, 14th December 2016
Ref: RAC/rd/P

Dear Ms Sandhu,

I write to introduce myself as the new Member of Parliament for Witney and West Oxfordshire. The few weeks since the by-election have been a whirlwind as I have hit the ground running, establishing my new office and getting to grips with my new responsibilities. My first words in the House of Commons were to ask the Prime Minister about the Government's support for small businesses in our market towns. I have attended debates and events of interest to West Oxfordshire's residents on everything from air ambulances to police dogs, have held an advice surgery every week since my election, visited businesses and community events, as well as knocking on doors, talking to residents and answering their queries.

Last week saw a particular milestone as I made my maiden speech in the House of Commons. This is a special event for any Parliamentarian, and I took the opportunity to tell members about the many wonderful characteristics of West Oxfordshire and its main towns.

During my time on West Oxfordshire District Council, one of my responsibilities included Parish Council liaison, and as the District Councillor for the Bartons I attended the vast majority of meetings held in my ward. I am therefore very conscious of the vital role that Parish and Town Councils play in truly local government: carrying out some roles themselves, as the repositories for local knowledge, and acting as a conduit for passing local views to other tiers of government.

Many of you will have established a close working relationship with David Cameron when he was the MP. In my view, it is vital that this continues, and I would like to encourage you to contact me at any time with any issues that I might be able to assist with.

I will, if I may, send you my fortnightly email update to ensure you are well briefed on what I have been up to locally and in Westminster, and on any issues that may be of relevance to you.

In addition, I am undertaking a "parish tour" in the early New Year, and would very much like to meet with you and your Parish Council in an informal setting, perhaps in the local pub or cafe, so we can meet each other in person and discuss any issues that you feel need my attention now. With your permission, my office will be in contact shortly, and I look forward to seeing you then.

A handwritten signature in black ink, appearing to read 'Robert Courts'.

Robert Courts MP

Parliamentary Office: 020 7219 5638
Email: robert.courts.mp@parliament.uk Website: www.robertcourts.co.uk

Financial Matters

1. Cash Balances

	£
<i>SANTANDER CURRENT ACCOUNT</i>	
Balance at 30 November 2016	NIL
Balance at 31 December 2016	<u>NIL</u>
 <i>UNITY TRUST CURRENT ACCOUNT</i>	
Balance at 30 November 2016	11,595.57
December payments	(575.70)
Balance at 31 December 2016	<u>11,019.87</u>
 <i>NATIONWIDE DEPOSIT ACCOUNT</i>	
Balance at 30 November 2016	39,106.79
Transactions in month	NIL
Balance at 31 December 2016	<u>£39,106.79</u>
 <i>SANTANDER BUSINESS DEPOSIT ACCOUNT</i>	
Balance at 30 November 2016	534.66
Transactions in month: interest received	0.04
Balance at 31 December 2016	<u>£534.70</u>
 TOTAL CASH HOLDING AT 31 DECEMBER 2016	 <u>£50,661.36</u>

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
9 MONTHS ENDED 31 DECEMBER 2016
RECEIPTS & PAYMENTS ACCOUNT

	Relevant Statute	BUDGET		ACTUAL	PRIOR YR
		Full Year Budget 2016/17	Budget for 9 months 2016/17	9m ended 31 Dec 2016/17	9m ended 31 Dec 2015/16
RECEIPTS					
Precept		25,055	25,055	25,055.00	24,386.00
Council tax support grant (WODC)		760	760	760.00	627.47
Grants (grass cutting)		1,049	1,049	1,048.60	1,048.60
Interest		110	83	5.48	53.31
Sundry				8.00	
VAT refund received				702.17	
TOTAL RECEIPTS		26,974	26,947	27,579.25	26,115.38
PAYMENTS					
<u>Ordinary Expenditure</u>					
Clerk's Salary	LGA 1972, s112	4,358	3,266	3,266.20	3,179.40
Office equipment	LGA 1972, s111				
Office running costs	LGA 1972, s111	500	375	224.07	266.68
Bank charges				18.00	
Website	LGA 1972, s111	105	105	193.20	0.00
Insurance	LGA 1972, s111	456	456	411.86	434.03
Audit	LGA 1972, s111	200	200	200.00	100.00
Election cost (2014 election)	LGA 1972, s111	0	0	0.00	82.96
Village Hall Rental/Cost APM	LGA 1972, s111	40	40	32.39	76.80
Subscriptions	LGA 1972, s143	362	327	208.04	312.39
Chairman's Allowance	LGA 1972 s15(5)	100	80		
<u>Expenditure under Statute</u>					
Grass Cutting - verges & War Mem	HA 1980, s116	5,056	5,056	2,497.30	1,973.26
Grass Cutting - playing field	LG(MP)A 1976, s19	1,080	1,080	1,152.00	840.00
Grants - See Separate Analysis		2,850	2,010	1,740.00	2,565.00
Dog & Litter Bin Emptying	Litter Act 1983	203	152	159.39	122.71
Training & Travel	LGA 1972, s174	220	110		18.30
Clock Maintenance	PCA 1957, ss2 & 6	202	202	638.00	
Bus Shelter Cleaning	LG(MP)A 1953, s4	113	84	81.00	79.00
Repairs (incl Cote phone kiosk)		500	250		100.00
<u>Expenditure from "Free Resource" (S137)</u>					
Village maintenance/Lengthsman		2,000	1,000	190.00	210.00
Subscriptions		106	106	106.00	101.00
Grants - See Separate Analysis		1,430	790	150.00	150.00
<u>Projects</u>					
Queen's Birthday Medals	LGA 1972, s137			367.29	0.00
Bench donated to Comm.Trust				324.98	
Pedestrian Barrier Works				421.81	
Defib at Village Hall	PHA 1936 s234				177.44
Litter bin at Vicarage Close					122.85
Contingency Sum		5,000	2,500		
VAT Paid				882.81	564.48
TOTAL PAYMENTS		24,881	18,189	13,264.34	11,476.30
Excess/(Deficit) of Receipts over Payments for Financial Year		2,093	8,757	14,314.91	14,639.08
Reserves					
Opening at 1 April		36,346		36,346.45	
Closing at period end		38,439		50,661.36	
Closing reserves analysis:					
Working day to day balance		5,000		19,748	
Contingency Reserve		0		5,000	
Recreation reserve		33,439		25,914	
		38,439		50,661	

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
FINANCIAL YEAR 2017/18
FINAL APPROVED 1 DECEMBER 2016

	Budget 2016/17	Currently expected outturn 2016/17	Final Budget 2017/18
RECEIPTS			
Precept	25,055	25,055	25,582
WODC Grant	760	760	559
OCC grass cutting grant	1,049	1,049	1,049
Interest	110	56	30
Sundry		8	
	<u>26,974</u>	<u>26,928</u>	<u>27,220</u>
EXPENDITURE			
Recurrent Expenditure			
<i>Ordinary Expenditure</i>			
Clerk's Salary	4,358	4,358	4,445
Office equipment			
Office running costs	500	270	500
Bank charges		54	72
Website costs	105	193	
Insurance	456	412	432
Audit	200	200	200
Village Hall Rental/Cost APM	40	32	40
Subscriptions	362	316	362
Chairman's Allowance	100	50	100
<i>Expenditure under Statute</i>			
Grass Cutting - verges & WM	5,056	4,284	4,961
Grass Cutting - playing field	1,080	1,152	1,296
Grants paid under statute	2,850	2,880	3,950
Dog & Litter Bin Emptying	203	213	217
Training & Travel	220	100	220
Clock Maintenance	202	638	440
Bus Shelter Cleaning	113	108	110
Repairs	500	0	500
<i>Expenditure from "Free Resource" (S137)</i>			
Village maintenance (Lengthsman)	2,000	490	1,500
Subscriptions (CPRE & ORCC)	106	106	111
Grants - See Separate Analysis	1,430	960	1,400
Total Recurrent Expenditure	<u>19,881</u>	<u>16,816</u>	<u>20,857</u>
<i>Projects</i>			
Replacement of Southlands Noticeboard			1,800
VAS on Bampton Road			5,000
Bench donated to CT		355	
Pedestrian barrier works		422	
HM Queen birthday medals		367	
Total Project Spend	<u>0</u>	<u>1,144</u>	<u>6,800</u>
Contingency Budget	5,000		5,000
OVERALL EXPENDITURE	<u>24,881</u>	<u>17,960</u>	<u>32,657</u>
SURPLUS/(DEFICIT) FOR THE YEAR	2,093	8,968	(5,437)
Reserves			
Opening at 1 April	36,346	36,346	45,314
Closing at 31 March	<u>38,439</u>	<u>45,314</u>	<u>39,878</u>
Closing reserves analysis:			
Working day to day balance		12,698	5,412
Contingency reserve		5,000	-
Recreation reserve		<u>27,616</u>	<u>34,466</u>
		<u>45,314</u>	<u>39,878</u>